

**Solicitation Number: 05-0001-38**

**Analytical and Technical Support Services to the Department of Navy (DoN) In-House Laboratory Independent Research (ILIR) and Independent Applied Research (IAR) Program Management Support**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic and Engineering Support Services, are due by 2 p.m. (local time) on 30 SEP 2005.

**1. Background.**

The Department of the Navy (DON) In-House Laboratory Independent Research (ILIR) and Independent Applied Research (IAR) Programs are integral parts of the DON Science and Technology investment. The ILIR program is a funding category 6.1 component of the Discovery and Invention program that provides for discretionary basic research at participating Navy laboratories and warfare centers. The objectives for the ILIR program are to: (a) provide Navy laboratories and warfare centers with the means to support important or promising basic research in the areas of their assigned missions, (b) develop and maintain a cadre of active research scientists who can apply results to problems of naval interest, and (c) encourage cooperation with universities, private industry and other DOD activities and DOD laboratories. The IAR program is a funding category 6.2 component of the Discovery and Invention program that is intended to be focussed on developing the next generation of technologists in the Navy's Warfare Centers by having new scientists and engineers working on emerging technologies that have potential applicability to future naval systems.

**2. Statement of Work.**

**2.1. Task Statement.** The contractor shall provide analytical, technical and administrative support services to the ILIR and IAR program manager by: Tasks include but are not limited to the following:

**2.1.1.** Preparing ILIR and IAR program assessments, program reviews, and program justification documentation. Develop technical reports, white papers, and briefing papers for use in program administration.

**2.1.2.** Performing studies and analyses of ILIR and IAR program worth by identifying specific ILIR and IAR contributions to Naval warfare capabilities (ASW, ASUW, AAW) to include personnel training and readiness, fleet and force sustainability, and manufacturing technology.

**2.1.3.** Updating and maintaining the ILIR databases and assembling data for the ILIR and IAR annual reports.

**2.1.4.** Participating as required in the annual review and assessment of the laboratories' and warfare centers' ILIR programs.

**2.2. Reports, Data and Other Deliverables.** The following deliverables are required to support this project.

**2.2.1. Monthly Progress and Management Report.** The Contractor shall provide monthly progress and status reports. This report is due on a monthly basis and shall include a list of the level of effort performed and work accomplished during the reporting period and a forecast of work products for the coming month. Contractor format is acceptable.

**2.2.2. Reports.** The Contractor shall provide technical reports, white papers and briefing papers as required by the ONR Program Manager. Contractor format is acceptable.

### **3. Personnel Requirements.**

**3.1. Personnel Qualifications.** The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to be required to support the tasks:

**3.1.1. Principal Engineer.** To satisfactorily perform these tasks the Principal Engineer (PE) should possess extensive knowledge of, and experience with, the Department of the Navy (DON) overall Basic Research and Applied Research Programs. The PE should be thoroughly familiar with naval warfare and mission areas. The PE should possess broad expertise in program management to include program reviews and assessments. The PE should be thoroughly familiar with the missions and functions of the DON laboratories and warfare centers. The PE should have expertise in database management and data analysis. A Ph.D. degree from an accredited university in science or engineering with at least 10 years experience in science and technology management is strongly preferred and a SECRET clearance is required.

**3.1.2. Technical Typist.** A Technical Typist is required to support preparation of some of the documentation associated with the identified tasks. The Technical Typist should be a high school graduate with at least two years experience in a professional organization and possess superior typing skills, particularly in typing documents that are technical in nature. The Technical Typist should be extremely proficient using Microsoft Word and possess or be able to acquire a SECRET clearance. No resume need be supplied as part of the Contractor's proposal for this position.

**3.2. Level of Effort.** The level of effort has been estimated for this order. The base period and each of the four option years are estimated at the same level of effort, 2,000 person-hours, for a total of 10,000 person-hours.

**3.2.1. Base Period.** The base period of performance will be from contract award through 12 months thereafter. The level of effort anticipated for this period is approximately 1.0 person-years at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Job Category	Level of Effort (Base Period)
Principal Engineer	800
Technical Typist	1200
<b>Total Hours for Base Period</b>	<b>2000</b>

**NOTE: 2,000 hours is equivalent to one (1) person-year**

The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

**3.2.2. Option Period 1.** The Option 1 period of performance will be from option award through 12 months thereafter. The level of effort anticipated for this period is approximately 1.0 person-years at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Job Category	Level of Effort (Option 1 Period)
Principal Engineer	800
Technical Typist	1200
<b>Total Hours for Base Period</b>	<b>2000</b>

**NOTE: 2,000 hours is equivalent to one (1) person-year**

**3.2.3. Option Period 2.** The Option 2 period of performance will be from option award through 12 months thereafter. The level of effort anticipated for this period is approximately 1.0 person-years at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Job Category	Level of Effort (Option 2 Period)
Principal Engineer	800
Technical Typist	1200
<b>Total Hours for Base Period</b>	<b>2000</b>

**NOTE: 2,000 hours is equivalent to one (1) person-year**

**3.2.4. Option Period 3.** The Option 3 period of performance will be from option award through 12 months thereafter. The level of effort anticipated for this period is approximately 1.0 person-years at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Job Category	Level of Effort (Option 3 Period)
Principal Engineer	800
Technical Typist	1200
<b>Total Hours for Base Period</b>	<b>2000</b>

**NOTE: 2,000 hours is equivalent to one (1) person-year**

**3.2.5. Option Period 4.** The Option 4 period of performance will be from option award through 12 months thereafter. The level of effort anticipated for this period is approximately 1.0 person-years at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Job Category	Level of Effort (Option 4 Period)
Principal Engineer	800
Technical Typist	1200
<b>Total Hours for Base Period</b>	<b>2000</b>

**NOTE: 2,000 hours is equivalent to one (1) person-year**

#### **4. Order Details.**

**4.1. Contract Type.** The Navy anticipates awarding a cost-plus-fixed-fee level of effort task order. The order will include a clause to allow the government the right to increase the level of effort by 30% in any given period.

**4.2. Period of Performance.** The period of performance for the base order is to be twelve months from the time of award with four twelve-month options to be exercised at the discretion of the Office of Naval Research.

**4.3. Other Direct Costs (ODCs).** ODCs, including travel, supplies, etc., will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel should be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount for this order is not expected to exceed (NTE) \$7,500 per year. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

**4.3.1. Travel and Per Diem** – Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.3.2. Other Direct Costs (Other than Travel and Per Diem)** – ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3. The Contractor should propose and estimate the cost of all ODCs required to accomplish the required tasks.

**4.4. Place of Performance.** Work will normally be performed at the Contractor's facility.

**4.5. Government Furnished Resources (GFR).** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources identified below may be obtained from 0730-1730 hours Monday through Friday, excluding holidays and days on which the federal Government is closed through the designated Contracting Officer's Representative (COR).

**4.5.1. Facilities, Supplies, and Services.** If work at Government provided facilities is dictated by the tasks being performed, these facilities will be provided at the Office of Naval Research, One Liberty Center, and Arlington, Virginia. Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. The office is within walking distance of the Ballston METRO. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, consumable and general purpose office supplies) will be provided while working in Government facilities. The availability of any required computer resources should be verified in advance with the program manager.

**4.5.2. Information.** All Government unique information related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3. Documentation.** All existing documentation, relevant to task accomplishment, will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4. Equipment.** With the exception to the basic facility items noted in Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PCs should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved by ONR for use at ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 FEB 2006. During the performance of this Task Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Task Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

**4.6. Subcontracts/Consultants.** The Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, Contractor employees shall perform at least 50 percent of the cost of contract performance incurred for personnel.

#### **4.7. Security Requirements.**

**4.7.1. Clearance Requirements.** During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store, information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract should be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

**4.7.2. Privacy Act.** All Contractor personnel assigned to this Task Order may have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

**4.7.3. Non-Disclosure Agreement.** In the course of its work the selected Contractor will be required to execute a Non-Disclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

#### **4.8. Organizational Conflict of Interest.**

**4.8.1. Safeguarding Information.** The parties acknowledge that, during performance of the contract resulting from this solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, design, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than

the Government. The Contractor agrees to indoctrinate company personnel who will have access to, or custody of, the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

**4.8.2. Organizational Restrictions.** The Contractor agrees that, during the performance of the contract resulting from this solicitation and for a period of two years after the completion of its performance of the contract, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under the ILIR or IAR programs.

## **5. Proposal Requirements.**

**5.1. Proposal Format.** The Offeror's proposal should be divided into the following sections: (1) Technical Proposal and (2) Cost Proposal. The length of the technical proposal shall be no more than five (5) pages, exclusive of resume(s). There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized so as to be compatible with the Statement of Work, company's organization and accounting structure, and proposed costs.

**5.1.1. Technical Proposal.** The technical proposal should include the following: the Offeror's understanding of and approach to the requirement, resumes of all proposed personnel, and the amount of proposed hours for all proposed personnel (including subcontracts). The Offeror should describe specifically how the work activities required to complete the statement of work would be done. The Offeror should explain specifically: how technical objectives, tasks, and deadlines will be determined; how staff responsibilities will be assigned; whether consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate, and classified storage and meeting facilities where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this Task Order.

**5.1.2. Cost Proposal.** The Contractor should provide a summary cost proposal for the total effort (including base and option periods), as well as a cost proposal for each of the base and option periods. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, on and off-site Overhead, G&A, Facilities Cost of Money, etc.), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2. Other Required Documents.** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1. Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Task Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

**5.3. Proposal Submission.** The due date for submission of proposals for this solicitation is 2:00 p.m. (local time) on 30 SEP 2005. Proposals shall be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website (Note: this site restricts the forms of uploaded documents to those in MS Word, MS Excel, or PDF).

- a. Faxed to: (703) 696-0066;
- b. E-mailed to: [dunsonr@onr.navy.mil](mailto:dunsonr@onr.navy.mil); or
- c. Mailed/hand delivered two copies to:

Office of Naval Research  
Attn: Russelle Dunson, Code: 252  
1 Liberty Center  
875 North Randolph Street, Suite 1425  
Arlington, VA 22203-1995

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## **6. Evaluation Information.**

**6.1. Evaluation Criteria.** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost factors:

### **Technical Factors.**

- 1. Proposed key personnel
- 2. Management Plan and Technical Approach
- 3. Past performance on earlier tasks under this and similar contracts
- 4. Corporate Facilities

### **Price/Cost Factors.**

- 5. Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. However, past performance will be based on the Government's subjective evaluation of the Contractor's performance information relative to previous efforts for the same or similar services, if any, provided in the past. Offerors should include contract numbers, description of work, and name and telephone number of the Government point of contact where applicable.

**6.2. Award.** The Government will award a task order to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost, and other factors considered. The anticipated award date of this order is on or about 15 OCT 2005 with a required start date of 31 OCT 2005.

**7. Submission of Questions.** Any questions regarding this solicitation should be provided in writing to the Contracting Officer listed below. Acceptable forms of written question submission include fax and e-mail as well as postal or carrier delivery. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended. All potential offerors will be provided an e-mail noting the posting of any Questions and Answers.

**8. Solicitation Amendments.** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential offerors at the time the amendment is posted. It is the offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

**9. Point of Contact.** The Point of Contact for this solicitation is Russelle Dunson, Telephone (703) 696-8375, Fax (703) 696-0066; and E-mail: [dunsonr@onr.navy.mil](mailto:dunsonr@onr.navy.mil).

### **NON-DISCLOSURE AGREEMENT**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_, as follows:

#### **BACKGROUND**

1. *(Describe the RFP or BAA, including but not limited to the following information: the name of the program supported by the RFP or BAA, and the date the RFP or BAA was issued.*
2. Proposals submitted in response to the aforementioned RFP or BAA may result in the submission of proprietary technical and commercial information. Government personnel will perform the evaluation of the proposals. However, the undersigned contractor employee will be utilized to support the program office, and as such, will require access to this proprietary information. Much of the information in these documents will be source selection information, subject to the Procurement Integrity Act, and it would be improper for any of that information to be released to the general public or others without a Government-recognized need to know. Care must be taken to avoid the release of a company's proprietary data or ideas embodied in the proposals submitted. Thus it is important that the undersigned contractor employee honor the proprietary and sensitive nature of the information and agree not to disclose any of it to an outside party and not utilize any of it except as needed to assist the Government in executing the \_\_\_\_\_ program.
3. The Government has need of the undersigned contractor employee to provide program support and/or advice on the \_\_\_\_\_ program.

#### **AGREEMENT**

1. The undersigned agrees that any proprietary information received in the course of assisting the Government in executing the \_\_\_\_\_ program will not be disclosed to any outside party without the expressed written permission of ONR. In the event that an unauthorized disclosure is made, the undersigned contractor employee and the employing company shall assume full legal and financial responsibility for the unauthorized disclosure. The undersigned recognize that any unauthorized disclosure of proprietary information may result in a civil action by the owner of that information against the party or parties that released the information.
2. The undersigned acknowledge that the owner of the proprietary information disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. The undersigned agree that in the event of an unauthorized disclosure, the owner of the information may seek legal recovery under this non-disclosure agreement, even though.